



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-1
DBE RESPONSIVENESS

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: supplierdiversity@nola.gov
OR
1340 Poydras Street, 18th Floor
New Orleans, LA 70112

Instructions: Prior to award of a city contract, Good Faith Efforts (GFE) are required to be made and demonstrated on all applicable City of New Orleans contracts. If you have attained the amount of DBE participation to meet the contract goal, complete and submit DBE Compliance Form-1. If you have not attained the amount of DBE participation to meet the contract goal, you are required to complete and submit DBE Compliance Form-2 along with all required supporting GFE documentation. Please reference the GFE Policy for further guidance. The GFE Policy is available via www.nola.gov or by request at supplierdiversity@nola.gov.

BIDDERS: *This completed form along with all required supporting documentation must be furnished to the Bureau of Purchasing by the two (2) apparent lowest bidders within three (3) days of the bid opening. Should the bidder fail to comply with this request, the bid shall be considered non-responsive.*

RESPONDENTS: *This completed form must be furnished to the Bureau of Purchasing with your proposal.*

RFP/RFQ/Bid/Solicitation/Other #: _____ Bid/Proposal Amount \$ _____ Date: ____/____/____

Description: _____

Name of Bidder/Proposer: _____ has satisfied the requirements of the bid/proposal specifications for the above referenced BID/RFP/RFQ or solicitation by the City of New Orleans in the following manner:

(Please check the appropriate space)

- ☐ The bidder/proposer is committed to the contract goal of _____ % DBE utilization on this contract.
- ☐ The bidder/proposer, is unable to meet the DBE contract goal, however is committed to a minimum of _____ % DBE utilization on this contract and will submit documentation demonstrating good faith efforts. (Please complete and submit DBE Compliance Form-2 along with all required supporting documentation)

DBE COMMITTEMENT TO CONTRACT GOAL: (Attach additional pages if necessary)

NAME of DBE FIRM	PHONE	SOURCE OF CERTIFICATION (SLDBE or LAUCP)	Scope of Work to be performed by the DBE	VALUE of PROPOSED CONTRACT with DBE	% OF TOTAL CONTRACT	OFFICE VERIFICATION ONLY
1.				\$	%	
2.				\$	%	
3.				\$	%	
4.				\$	%	
5.				\$	%	
6.				\$	%	
TOTALS				\$	%	



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Date: ____/____/____

Description: _____

Name of Bidder/Proposer: _____

DBE AFFIRMATION: (Attach additional pages if necessary)

The listed DBE firm(s) below affirm(s) that it will perform the Scope of Work for the estimated dollar value as stated in the DBE Commitment to Contract Goal section on page 1 of the DBE Compliance Form-1.

NAME of DBE FIRM	PRINT NAME of DBE FIRM'S AUTHORIZED SIGNATORY	SIGNATURE of DBE FIRM'S AUTHORIZED SIGNATORY	DATE
1.			
2.			
3.			
4.			
5.			
6.			

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

PRINT NAME: _____ SIGNATURE: _____ TITLE: _____ DATE: _____
(Bidder/Proposer)